

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE Caltrans Electrician I	OFFICE/BRANCH/SECTION District 1/Maintenance/ Electrical	
WORKING TITLE Caltrans Electrician I	POSITION NUMBER 901-xxx-6938-xxx	EFFECTIVE DATE 11/18/2015

As a valued member of the Caltrans team, you make it possible for the Department to provide a safe, sustainable, integrated, and efficient transportation system to enhance California's economy and livability. Caltrans is a performance-driven, transparent, and accountable organization that values its people, resources and partners, and meets new challenges through leadership, innovation and teamwork.

GENERAL STATEMENT:

Working under the supervision of a Caltrans Electrical Supervisor, the incumbent operates 45' personnel hoist used to repair and maintain Caltrans electrical assets, and is desirable to have a Class A or B driver's license. Works individually or with a crew performing tasks required to maintain highway electrical assets. This position is considered the first journey level for this class. This position requires the operation of light trucks, personnel hoists, vans and automotive vehicles. Incumbent may be required to operate equipment such as trenchers, backhoes, forklifts, air quality monitors, hoists and cranes.

TYPICAL DUTIES:

Percentage Essential (E)/Marginal (M) ¹	Job Description
60% E	Incumbent may be required to construct, maintain, troubleshoot and repair highway lighting equipment, traffic signal field wiring and hardware, changeable message signs, extinguishable message signs, traffic count equipment, and detection equipment, highway advisory radio equipment, building electrical systems, pumping plants, scale house and rest area systems. Will assist Caltrans Electricians II's with the more complex control equipment associated with traffic signals, ramp meters, changeable message signs, etc.
20% E	May be required to inspect and operate equipment utilized in the performance of electrical work associated with state facilities. Equipment will include, but not be limited to, light trucks, personnel hoists, trenchers, backhoe, forklift, pavement saw, pipe threading equipment, conduit benders, voltage meters, resistance meters, amperage meters, high potential tester, hot-sticks, power monitoring equipment, air quality monitoring equipment, manual digging tools, electrical hand tools and battery test equipment.
10% M	Incumbent may be required to make materials acquisitions requests and repair time projections. May also be required to attend meetings pertaining to state electrical facilities and provide concise, accurate reports regarding issues discussed. May be required to train less experienced personnel in the duties required of a Caltrans Electrician. May be required to maintain work logs, daily time keeping and maintenance records. Incumbent may be required to attend state provided training classes, pertinent to the maintenance activities associated with state facilities and achieve certification status where necessary.
10% M	Incumbent may be required to remove graffiti from light poles, cabinets and other electrical facilities. Clean and paint electrical facilities. Wash state owned vehicles. May be required to independently load and unload materials and equipment into state vehicles or buildings. Enter records into computer database. Work independently on electrical projects.

¹ESSENTIAL FUNCTIONS are the core duties of the position that cannot be reassigned.

MARGINAL FUNCTIONS are the minor tasks of the position that can be assigned to others.

SUPERVISION OR GUIDANCE EXERCISED OVER OTHERS

Position generally provides no supervision, but may act as lead.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Knowledge: Safety precautions and work procedures required in the maintenance and installation and repair of highway lighting systems, pump plants and rest areas. Knowledge of the National Electric Code is essential.

Abilities: Make rough sketches and drawings related to electrical work. Read and interpret standard plans, specifications, schematics, maintenance manuals and manufacturer requirements. Estimate, order and install materials and generate

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written work reports. Trouble shoot problems at and repair state facilities. Be able to establish effective communication and cooperation with other personnel assigned to a project. Inspect and write detailed reports regarding electrical projects. Instruct unskilled and semiskilled assistants. Maintain a safe work environment.

Analytical Requirements: Utilize progressive and logical trouble shooting techniques in the repair of electrical devices. Understand electrical diagrams, charts, technical sheets, oral and written instructions. Interpret electrical codes as they pertain to state electrical facilities. An effective understanding of electrical formulas and theory as they pertain to state facilities.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Errors in judgement, decision-making and trouble shooting skills could affect public safety or result in tort liability for the department. The work environment could also be rendered unsafe for employees involved in the project.

PUBLIC AND INTERNAL CONTACTS

Incumbent will routinely contact or interact with other Caltrans personnel, contractors, engineering consultants, and the general public. These contacts may take the form of verbal or written communications relating to the assignment.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Physical: Must be physically capable of utilizing writing instruments, hand tools, manual digging tools and electric tools. May be required to bend, stoop, twist, power grasp, use fine manipulation, stand, sit, squat, lift and pull during performance of their duties. Must have good balance for walking on uneven surfaces, climbing ladders, climbing scaffolding and working on other structures associated with state facilities. Incumbent should have visual and color acuity adequate for performing the essential functions of the job.

Mental: Must be capable of understanding and performing the essential functions of the job in a reasonable and prudent manner, using logic and deductive skill to provide an end product that is safe and usable.

Emotional: Must have capacity for stable and reasonable interaction with supervisors, fellow workers and the general public during the performance of their duties.

WORK ENVIRONMENT

May work under various climates and conditions. Work may be performed inside of climate controlled buildings, but most operations will take place alongside, over or upon state highways, and right of way. The incumbent will be exposed to noise, inclement weather, dirt, odors, uneven surfaces, heights, confined spaces, concrete products, cleaning solvents, high speed traffic conditions and moving construction equipment. The incumbent must be willing to work odd hours, nights, weekends and be available for trouble call outs

I have read, understand and can perform the duties listed above. (If you believe you may require reasonable accommodation, please discuss this with your hiring supervisor. If you are unsure whether you require reasonable accommodation, inform the hiring supervisor who will discuss your concerns with the Reasonable Accommodation Coordinator.)

EMPLOYEE (Print)

EMPLOYEE (Signature)

DATE

I have discussed the duties with, and provided a copy of this duty statement to the employee named above.

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SUPERVISOR (Print)

SUPERVISOR (Signature)

DATE